

Technical Branch
Miscellaneous Technical Group
Photo Laboratory Technician Series

PHOTOGRAPHIC LAB TECHNICIAN II

04/99 (CDH)

Summary

Under general direction operate and administer a photographic laboratory.

Typical Duties

Provide photographic laboratory services to Police Department and associated County and other law enforcement agencies. Involves: producing color and black-and-white photographs to meet routine and special requirements of criminalistics, forensic and legal sections or departments; meeting with law enforcement personnel, determining needs, schedules and deadlines for photo documentation; reviewing special and surveillance videos, making technical selection of frames for reproduction and producing photographs; evaluating quality of crime scene photos, recommending corrective action and coaching photographers to improve camera operation techniques; operating a variety of photograph developing and reproduction equipment to meet forensic standards; responding to legal department requests for subpoenaed documentation, testifying in court under subpoena; applying special photographic techniques such as infra-red and ultra-violet lighting to obtain photographic evidence; taking photos and preparing and presentations on special administrative assignment as directed.

Maintain administrative records and control material, supply and laboratory equipment. Involves: recording, filing and retrieving laboratory documentation such as negatives, Polaroids and video tapes; assuring secure storage of all photographic evidence produced; maintaining manual and computer based record and retrieval system; logging work order identification and work performed data, controlling preparation schedule and notifying user to work order completion; maintaining back-up of photo identification records of permanent City employees and persons booked into County jail, training selected employees in record maintenance and systems operation; recommending operating material and supply budgets, recommending equipment replacement and upgrades; developing and recommending maintenance procedures and contracts; selecting and inventorying operating materials and supplies; overseeing contract maintenance performance.

Supervise assigned Laboratory Technician and volunteer administrative personnel. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related duties as assigned. Involves performing specified duties of supervisor, coworkers or subordinates as qualified to maintain continuity of normal operations.

Minimum Qualifications

Associate Degree in Photography, or two (2) years equivalent technical training from an accredited college or technical institute; plus at least three (3) years experience in a photographic laboratory, with at least with one (1) year in law enforcement forensics; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of photographic and photo laboratory processing techniques, materials and processes. Good knowledge of laboratory record keeping requirements and safe operating procedures and practices.

Ability to: Maintain cooperative and harmonious working relationships with a variety of law enforcement personnel, responding to their needs while maintaining an orderly laboratory work flow; train and coach department personnel in photo techniques and record keeping requirements, and maintain voluminous record keeping systems.

Skill in safe, effective operation, use and maintenance of: photographic laboratory equipment, cameras, video equipment, digital photo equipment and computer to reproduce, store and retain records in identification photo system; safe operation and care of motor vehicle.

Physical Requirements: Frequent exposure to hazardous chemicals in a laboratory environment. Occasional: lifting and moving of moderately heavy (up to 50 pounds) objects and equipment; exposure to outside working conditions; driving a vehicle through city traffic.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours as required.

Licenses and Certificates: Texas Class "C" Driver's License, or and equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL